DATE POSTED: **June 24, 2005**

REQ. # 05-153

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue   Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546   Jobline (772) 462-1967
http://co.st-lucie.fl.us

This position must be posted for at least five (5) working days from **06-24-2005** TO **06-30-2005,** but will remain open until filled.

DEPARTMENT/DIVISION
INFORMATION TECHNOLOGY

POSITION AVAILABLE
ANALYST SUPERVISOR

OF OPENINGS
1

STARTING SALARY
$40,577.06 / year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statues, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 550
PAY GRADE 21
SALARY: $40,577.06 - $64,079.18
ANALYST SUPERVISOR

MAJOR FUNCTION: Oversees the activities of Analyst and Programmer positions. Plans, organizes, and controls analysis of user specifications and requirements. *Priority One* assignment for county emergencies. This position reports to the Information Systems Manager.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Operating systems, database engines, object oriented/client server programming and report writing tools.

Abilities: SQL Server, MS Access, Novell, Windows, Oracle, Infomaker, Crystal Reports, and Windows-based products. Ability to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTION: Leads in the analysis and coordinates changes to existing or proposed systems or procedures. Conducts interviews, gathers and analyzes data to determine feasibility and criteria for improvements. Coordination of system updates and replacement. Coordination of and provision of training in system use and access. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. May be called upon to lift objects greater than 30 pounds. Occasional walking and standing. Vision must be good enough to be able to read instruction manuals. Must have good command of English language and be able to hear normal telephone conversations. Good hand/eye coordination.

WORK HAZARDS: Extensive use of computer monitor which may have effect on vision.

SAFETY EQUIPMENT: None.

EDUCATION: BS degree in Computer Science or related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Four years of relevant experience or an equivalent combination of technical training and experience.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required with a good driving record.

09/16/2004

Union	Non-Union ✔	Exempt ✔	Non-Exempt

ADDITIONAL JOB FUNCTIONS:
- Install and Administer SQL Server databases
- Provide end user Technical Support for current systems
- Create and support MS Access databases and applications
- Document all Administration, configuration and maintenance procedures and/or practices.
- Contact vendors regarding problems and related issues, and configure hardware and software.
- Research, evaluate, and recommend software and hardware solutions which ensure high quality and cost effective operations
- Develop, implement, and monitor disaster recovery and operations for system software and hardware
- Oversee system security related to applications and operations
- Set-up and test production environments for business applications
- Perform some after hours on call support
- Priority One designation

CURRENT SYSTEMS:
- SQL Server 2000
- MS Access databases and applications
- LaserFiche – Document Management Software
- KRONOS – Time Clocks
- FuelMaster